



Department of Development
222 N. Chauncey Ave., Room 102
West Lafayette, Indiana 47906
Phone: 765-775-5160

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster
Nicole Stocks, Accounting III

FROM: Dale Dixon, Interim Director of Development

DATE: May 17, 2016

SUBJECT: Re-Hire Intern- Josie Luptak

I am requesting permission to re-hire Josie Luptak to be a Department of Development intern. She will be reporting directly to Beverly Shaw and will work for \$10/hour with a May 17, 2016 start date. Josie will be graduating from Harrison High School this month and will be attending Purdue University in the fall. Josie will be assisting with promotion and organization for events put on by the Department of Development, assisting the West Lafayette Public Arts team and other duties as assigned. Josie will be working approximately 8-15 hours per week through the end of September.